



Policy Handbook

1814 Main St
Granger, IA 50109

WELCOME TO IOWA CARRIERS

2.1 Update 2025

IOWA CARRIERS is an equal opportunity employer and does not discriminate against race, religion, sex, national origin or any other basis. If any part of this handbook is not clearly understood, feel free to ask for clarification from safety personnel. By signing your acceptance of this manual, which includes a requirement that payroll letters are read when given, we assume that you have received and understand the company requirements unless you come forward for clarification.

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DRIVER APPLICATION & QUALIFICATION

To become a truck driver at Iowa carriers each person will proceed through a series of stages as follows:

PRE-QUALIFICATION STAGE AN APPLICANT MUST MEET THE FOLLOWING TO APPLY FOR A POSITION AS DRIVER

- 2 years over-the-road verifiable experience
- Clean MVR with no DWI/DUI and no more than three (3) moving violations in last seven (7) years and no more than one (1) in last twelve (12) month period
- Must be at least 23 years of age
- No more than one (1) accident in last three (3) years
- No conviction of any felony or any crime associated with theft
- Must have good character, clean appearance, and good attitude

APPLICATION STAGE

- Complete employment application accurately including signature
- Sign three (3) previous employment information releases
- Provide current seven (7) year MVR reflecting endorsements
- Clean PSP report (more detailed report of MVR)
- Provide copy of CDL with proper endorsements (hazmat & doubles)
- Provide copy of social security card

QUALIFICATION FILE COMPLETION

Iowa carriers request the following information to complete the file as required by the department of transportation's rules and regulations and company policy:

- Sign Applications
- Road test, physical
- Sign receipt of Policy Handbook
- Sign release form to order future MVR'S
- Complete I-9 and other payroll/benefit forms

DRUG AND ALCHOOL TESTING

In an effort to help prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by drivers of commercial vehicles, Iowa Carrier's policy along with the regulations governed by the department of transportation (DOT) and federal motor carrier safety administration (FMCSA) is applicable to Iowa Carrier's employees whose job duties require a CDL.

All CDL employees of Iowa carriers will be required to be tested for alcohol and/or controlled substance use as follows:

- **PRE-EMPLOYMENT OR PRE-USE:** All applicants for jobs requiring a commercial driver's license and/or current employees transferring to a job which requires a commercial driver's license will be required to be tested for the use of controlled substances.
- **RANDOM:** All drivers are subject to random testing for alcohol and controlled substance at rates determined by the federal motor carrier safety administrator. These random tests will be unannounced and will be spread throughout the calendar year.
- **POST-ACCIDENT:** Drivers will be alcohol and controlled substance tested in **ALL** accidents involving a fatality. If the accident is one where one or more vehicles were towed from the scene of the accident, or involves somebody being injured to the degree that the injury must be treated immediately from the scene of the accident, the driver must also be post-accident tested if the commercial vehicle driver receives a summons for a "moving traffic violation" as a result of the accident.
- **REASONABLE SUSPICION:** All drivers that exhibit signs and/or symptoms of alcohol and/or controlled substance use will be required to submit to an alcohol and/or controlled substance test.

DISCIPLINARY ACTION

Any driver who violates either the federal motor carrier safety regulations or Iowa Carrier's policy may be subject to disciplinary action up to and including dismissal.

Drivers who have tested positive for alcohol and/or controlled substance, has performed a prohibited act, or has refused to submit alcohol and/or controlled substance test, will be removed from the safety sensitive position immediately and directed to a substance abuse professional.

Drivers who are found to have positive alcohol and/or controlled substance levels, it is Iowa Carrier's company's policy that such time of-duty will be **WITHOUT** pay until further resolved.

PAYROLL AND BENEFITS

DRIVING PAY

- Driver is paid for all miles on hauled and delivered loads.
- Extra dropping of trailers for customer.
- Delivering loads for other drivers in his/her area if necessary.
- **Driver will be paid for all miles!!!**

MILEAGE PAY

- Per loaded mile _____ Per empty mile _____ All miles _____

EXTRA DROP AND PICK UP PAY

- Each extra drop pay _____ Each extra pick up pay _____

****THE AMOUNT SET FORTH ABOVE ARE SUBJECT TO CHANGE AT ANYTIME****

COMPANY ADVANCES TO DRIVERS

- One advance per week will be allowed in the amount of **\$200.00 with a \$20.00 fee**
- Advance are to be used for company expenses such as scales, tolls, additives, etc.
- Advances will be deducted on that week's invoicing.
- If you are on personal time off, you are not allowed to get your weekly advance.
- Will be required to be under a load to get advances, unless approved otherwise by management.

PAYCHECK

We cannot bill a customer without proper paperwork, your pay for a load is calculated at the time it is billed. If paperwork is not turned in by end of day every Monday, it will not be on that week's payroll. If your paper work is turned in Tuesday, those trips will be paid out next week on Friday. Please take responsibility for your paperwork being turned in weekly. Should it not be turned in weekly, the consequences will range from not being paid on time and up to written warning.

MEDICAL BENEFITS

At this time, Iowa Carriers does not provide the following benefits:

- Health insurance
- Dental insurance
- Disability insurance
- 401k retirement plans
- Paid time off

TIME OF

- Dispatch and the payroll department must be informed at least 14 days prior to wanting time off.
- Should an unexpected situation arise, please notify dispatch immediately to arrange for handling of your load or other duties?

EQUIPMENT ABDOMEN, cost of towing, repairs or replacement will be deducted from last contracted invoice of driver.

DRIVER DUTIES

APPEARANCE

All drivers for Iowa Carriers are expected to dress, look, and act like professionals. Maintaining a positive, professional, and safe public image is extremely important to Iowa Carriers. Our drivers are our most visible company representatives to the general public and to our customers, and therefore, need to maintain the highest personal appearance and conduct standards.

RESPECTING FELLOW EMPLOYEES AND OTHERS:

All employees should display respect for other employees including dispatchers, mechanics, safety, office staff, and drivers at all times. Any other behavior will NOT be tolerated. "Treat others as you would have them treat you". If you have a problem with another employee or anyone at a customer's site, report it to dispatch or safety at Iowa Carriers and we will handle it appropriately. Never, never argue or fight at a customer's site.

HARRASSMENT/SEXUAL HARASSMENT POLICY

Iowa Carriers does not tolerate harassment in any form. Each driver, dispatcher, manager, office staff, maintenance staff are responsible for creating an atmosphere free of discrimination, harassment and any form of sexual harassment. If anyone has a complaint about a team member on harassment, it must be brought up to highest company management. Iowa Carriers will take appropriate corrective action, including disciplinary measures, up to and including termination.

CHECK CALLS/IN AND OUT TIMES

In order to ensure that Iowa Carriers is providing the best service to our customers and our drivers, the company requires all drivers make daily check-calls to their dispatcher. These check-calls ensure that the company is meeting our customer service standards. Drivers are required to check in with their dispatcher a minimum of once per working day. Normal check-calls will be made via by phone, text or email at or before 9:00 am or as the dispatcher requires through out the week. There is \$20.00 fee for not reporting you're in and out times. If you do not send bills after compleasson there is also \$50.00 fee. This things are important part of our prosigure and have to be followed

CHECK-CALL SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Current location
- Hours of service available for the day
- Estimated time of arrival to next customer pick-up, stop off, or destination
- Forecast of available hours when empty
- No daily check calls and update can result to a daily no checking fee of \$25.

Drivers empty and waiting for their next work/load instructions are required to check in with their dispatcher every 60 minutes. **Communication is key!**

Driver Reporting & Billing Policy Fees

- **\$50.00 fee for each missing or unreported in-and-out time on chat MASSANGER.**
- **\$50.00 fee for bills that are not submitted clearly and legibly.** All paperwork must be clean and have a good-quality picture.
- **\$50.00 fee for missing reefer temperature documentation.** A picture of the temperature must be provided, and the POD or BOL must show the temperature when required.
- **\$250.00 fee for late delivery without prior notice to Zee.** Drivers must communicate any potential delay as soon as possible. No exceptions without notifying Zee.
- **\$100.00 fee per tire for low tire pressure.** Drivers are responsible for checking tire pressure and reporting any tire issues promptly.

These requirements are an important part of our company procedures and **must be followed by all drivers.** Timely and accurate reporting helps us keep operations running smoothly and ensures that paperwork, safety, and billing are completed correctly.

Thank you for your cooperation and for helping us maintain a safe and professional operation.

OVERWEIGHT

It is the policy of this company to operate in a legal manner. You must weigh your load at on sight (if available) OR the first convenient location and immediately report any overweight load. You will then be directed to return the load to the shipper for adjustment.

LATE DELIVERIES

Inexcusable and or repetitive late deliveries will not be acceptable, will not tolerated at Iowa Carriers. They will result in disciplinary action, up to and including termination. Always call dispatch if you are late for any reason and closest eta when they can expect you.

Late Deliveries can result in up to \$250 fee PER LOAD

LOAD ASSIGNMENT

All available loads will be assigned based on the following priority:

- Available hours of service
- Customer needs
- Equipment utilization
- Driver needs

All drivers will have 24/7 dispatch to handle all load assignments and other work assigned to drivers based on the priorities listed above.

Load a driver is assigned will be the load that driver will deliver, if driver can safely and legally make the run and the load assignment does not conflict with previously approved personal time off. In a situation where a conflict does arise, the company will make every effort to accommodate the driver through relay, load-swapping, etc.

LOAD REFUSAL

Load refusal will be judged on a case-by-case basis, but could result in warning and including up to suspension or termination. If load is refused and no reasonable reason, Iowa carriers will charge a fee of \$250 per refused load.

TIME MANAGEMENT

Too often, drivers wait until the last minute to leave home or the terminal. Or, a driver who does leave in a timely manner will spend too much time at the truck stop drinking coffee or playing video games instead of heading down the road. In either case, the driver is now on a tight schedule. Any minor delay along the route will cause a late delivery or will cause the driver to feel “pushed for time”. This usually results in speeding, discourtesy, and excessive fatigue on the part of the driver. Schedule yourself properly and watch your time. Don’t create emergencies through poor time management.

COMPLETION OF ENVELOPES

Please make sure all the items are completed accurately:

- Name
- Date
- Trip Number
- Truck/ Trailer Number
- Origin/destination/stop-offs

INSIDE ENVELOPES COMPLETION

DRIVERS ARE REQUIRED TO USE TURBO SCAN OR SIMILAR TO EMAIL THE BOLs FOR EACH LOAD AFTER COMPLETION- NOT DOING THIS CAN RESULT FOR A FEE OF \$50 FOR EACH BOL NOT RECEIVED AFTER YOUR DELIVER.

Please make sure the following are included inside each envelope:

- Signed bills of lading
- All receipts
- Signed RODS for that trip
- Trip sheet (filled out and signed by driver, if applicable)
- DVIR daily reports, signed and saved
- Equipment repairs receipts, citations, dot inspections, etc. (noted who paid on the back of receipt)

DRIVERS NOT INCLUDING ALL THIS FOR EACH TRIP WILL NOT BE PAID FOR THOSE, UNTILL COMPLETED CORRECTLY!!

RECEIPT REIMBURSEMENT

- All receipts paid by company drivers for washes, tolls, scales, etc. must be turned inside the envelope with that trips Bill of lading for reimbursement. Drivers are to write on the back of the receipt driver paid, so when invoice processing we know who paid for item.

DRIVER VEHICLE INSPECTION REPORT (DVIR)

PRE-TRIP INSPECTIONS

- ✓ Check and fill oil and coolant levels.
- ✓ Check steering
- ✓ Breaks
- ✓ Tires, wheels, lugs
- ✓ Mirrors
- ✓ Wipers
- ✓ Stop, turn, head lights, all lights
- ✓ Low air warning buzzer
- ✓ Fifth wheel
- ✓ Air pressure
- ✓ Hoses and connections

POST-TRIP INSPECTIONS

- ✓ All pre-trip items
- ✓ Check belts
- ✓ Check engine codes before shut down
- ✓ Check for damage on the truck and trailer

DVIR NO DEFECTS: When no safety related problems are reported by the driver, the driver keeps the pre-trip inspection report in the vehicle and later submits the pre-trip inspection report to the safety department weekly when submitting RODS.

DVIR FOUND DEFECTS: When driver is completing Driver Vehicle Inspection Form on E-Logs system and if defect is found, Driver must submit a written DVIR form to management. YOU MUST GET DVIR FORM TO US ASAP. FORMS MUST BE FAXED, EMAIL OR TEXTED.

Upon completion of the inspection, the driver must sign the report. If the driver is not the person who inspected the vehicle, the inspection person must sign and the driver must also sign the report.

Drivers must have a report on hand at all times and it will be their responsibility to make sure they have them, in case of a needing to report a defect.

SPEED

It is expected that all drivers operate within the posted speed limits for the roads in the states that they are operating in. Excessive tickets will result in disciplinary actions.

SPEEDING IN CONSTRUCTION

Speeding will not be tolerated especially where speeding limits are lowered for safety reasons. If in violation of speeding in a construction zones, driver will be immediate terminated.

SAFETY

****WE CAN NOT STRESS THE IMPORTANCE OF THIS ENOUGH****

The pre-trip and post-trip inspections are most important and can mean the difference between arriving alive or not.

Each driver will be required to complete a written report on each vehicle's condition at the beginning of the day. It will include the power unit and trailer that is being used for current trip on the E-Log system, if repairs are found driver must have a written DVIR (Driver Vehicle Inspection form)

Drivers must fill out the applicable fields on the pre-trip inspection report. Regulations require any minor or major defects to be noted on the pre-trip inspection report.

Driver must also note any other defects that would affect the safe operation of the vehicle or result in its mechanical breakdown. Drivers must use the following guidelines when reporting defects:

PRE-TRIP INSPECTIONS

- ✓ Check and fill oil and coolant levels.
- ✓ Check steering
- ✓ Breaks
- ✓ Tires, wheels, lugs
- ✓ Mirrors
- ✓ Wipers
- ✓ Stop, turn, head lights, all lights
- ✓ Low air warning buzzer
- ✓ Fifth wheel
- ✓ Air pressure
- ✓ Hoses and connections

POST-TRIP INSPECTIONS

- ✓ All pre-trip items
- ✓ Check belts
- ✓ Check engine codes before shut down
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Drivers must have a report on hand at all times and it will be their responsibility to make sure they have them, in case of a needing to report a defect.

AFTER HOUR BREAKDOWNS

Iowa Carriers goal will be to minimize on the road equipment breakdowns by having strong vehicle inspection and preventive maintenance programs in place. As part of its overall driver support system, Iowa Carriers is committed to providing drivers with expedient and reliable breakdown and road repair service in the event of equipment failure.

When an equipment breakdown does occur, the safety of the driver and the general motoring public is top priority, but the needs of our customers must also be considered. With this in mind, Iowa Carriers has implemented the following vehicle breakdown and road repair procedures that all drivers will be trained in, and are expected to follow.

- Safely stop and secure the vehicle and cargo.
- After the vehicle, has been secured and the warning devices put in place, the driver should diagnose the breakdown and communicate the vehicle's breakdown to Iowa carriers immediately.
- If a road service call is necessary, Iowa Carriers will locate and contact a repair vendor to facilitate repairs.
- Once repairs have been made, the driver shall notify dispatch, and safely remove the warning devices.
- All paperwork for the repairs will be forwarded to Iowa Carriers where it will be kept on file in that unit's maintenance.

In some minor vehicle breakdown, drivers must get authorization by the company to perform small repairs. Company defines minor breakdowns as those that simply require replacing a headlamp, a fuse, a trailer reflector, etc. DVIR will be submitted with driver's signature of minor self-repair.

SAFETY AT ALL COSTS

We care about you as a member of Iowa Carrier family and we care about the public's safety as well, so please:

- Take responsibility in being rested before trip
- Take responsibility to check equipment, seals, etc.
- Drive with the safety of yourself and others in mind
- If you get too sleepy to drive **STOP!!!**
- Drive within the speed limit and adjust your speed down for weather or road conditions such as rain, ice, snow, fog, or construction.
- Never follow too closely and remember, the truck, trailer and load will take an extra distance to stop!

SPEEDING and DISCIPLINARY ACTIONS SUCH VIOLATIONS

Iowa Carriers takes speeding violations very serious as it is impacting everyone on the road. The **DISCIPLINARY** action will be for 6-month period.

- 1st Speeding 1-5 will be placed on a 30-day probation.
- 2nd Speeding 5-15 will be placed on 60-day probation and \$250 fee.
- 3rd Speeding 15+ will be placed on 90-day probation and or possible Termination
- *******SPEEDING 15 MILES PER HOUR OR OVER WILL RESULT IMMEDIATE TERMINATION*******

SEATBELT

FMCSA regulations (Part 392.16) require all drivers and passengers to wear a lap and shoulder belt at all times while operating any vehicle under the company's authority. This applies to all personally-owned, company-owned, leased and rented vehicle. For sleeper berths, occupant's restraint system installed by the manufacturer must be used, whether the system is at the entry point of the berth or incorporated as a belt-type restraint within the berth itself. Do not remove the seatbelt if you are pulled over until you have asked the officer if it is okay to remove the belt.

HAND HELD DEVICES

Texting and driver will not be tolerated here at Iowa Carriers. Safety is our number 1 and will take this violation a serious one. Violation will be based on a 6-month rolling period.

- 1st violation will consist of written warning and 0—30-day probation.
- 2nd violation will consist of written warning and 30—60-day probation.
- 3. violation will consist of written warning and 60-90 day probation and up to termination.

REDUCED VISIBILITY

Conditions such as snow, fog, heavy rain, dust, and smoke can result in reduced visibility. The rule for such conditions is to reduce your speed so that you can stop within your window of visibility. Make sure that you can see at least 8-10 seconds ahead of your vehicle. This gives you the opportunity to see hazards, process the information, and react without an emergency lock-up that increases the risk someone rear-ending you.

ACCIDENTS

Not reporting an accident is grounds for dismissal, please do as follows.

- Take necessary actions to protect scene from getting worse, reflective triangle, flagging traffic, etc.
- Get medical help is necessary.
- Call dispatch, notify them immediately!
- Ask witness to stay or give you their information such as name, phone, etc. collect as much information as possible.
- Stick to the facts, **DO NOT ADMIT FAULT!**
- Do not try to settle your involvement.
- Send all paper work immediately to dispatch
- Once and if able to leave, check seals and make sure intact. if not advise dispatch.

OPERATE EFFICIENTLY

Cost savings are directly reflected in your bonuses, and overall viability of the company. Please try to do all you can in this regard.

Examples include:

- Lowering speed of tractor
- Using cruise control
- Minimizing idle time
- Progressive shifting
- Pump fuel at best priced truck stops
- Check for needed repairs before leaving during your pre-trip as road repairs are much more expensive than at our trucks yard.

VEHICLE SERVICING

Vehicles will be monitored for interior and exterior cleanliness by management once a month. This will include daily cleaning performed by driver, as well as periodic more thorough cleaning. Exterior washing will be done as weather conditions allow, and approved by management.

VEHICLE ABUSE

You are responsible for your vehicle. When abuse of Company-owned equipment is discovered, you will be liable for the costs of repairs or replacement, including tires (ruining by running on flats, sidewall damage by hitting curbs, etc.)

SPEED AND SPEEDING DISCIPLINARY ACTIONS VIOLATIONS

It is expected that all drivers operate within the posted speed limits for the roads in the states that they are operating in. Excessive tickets will result in disciplinary actions.

Iowa Carriers takes speeding violations very serious as it impacts everyone on the road. The **DISCIPLINARY** action will be for 6-month period.

- 1st Speeding 1-5 will be placed on a 30-day probation.
- 2nd Speeding 5-15 will be placed on 60-day probation and \$250 fee.
- 3rd Speeding 15+ will be placed on 90-day probation and or possible Termination

*******SPEEDING 15 MILES PER HOUR OR OVER WILL RESULT IMMEDIATE TERMINATION*******

SAFETY SIGN ON PERFORMANCE DEDUCTIBLE BONUS

This program is designed to motivate and recognize those employees who perform their job in a safe and efficient manner. A Safety bonus that financially rewards drivers for safe working practices will be a deductible bonus for not operating in a safe manner. The point for Iowa Carriers safety bonus is a positive, and is to support culture of Iowa Carriers drivers. In order for a safety bonus to be eligible, plan must meet all the conditions.

Iowa Carriers Safety Performance will be in the amount of _____, DATE _____ NAME _____.

The bonus program is applied for every 12-month period, beginning on the sign on date set forth above.

Iowa Carriers will have a deductibility part of this bonus. The amount you start with will be paid out, UNLESS there is performance of non-safety.

DEDUCTIBILITY OF BONUS PAYMENT

- A. **Accidents-** Bonus will be lost in full for that year, if Iowa Carriers driver is at fault.
- B. **Violations-** \$100 deduction for any Company Policy Violation. (excluding DVIR Violations)
- C. **Tires-** Will be based on case to case bases, this is more for neglect/carelessness/repetitive damage to tires.
 - a. Each tire that is a single \$250 deduction.
 - b. Each tire that is a super single \$500 deduction.
- D. **E- Log-** \$250 damages done to I- Pod owned by Iowa Carriers. Any abuse of internet usage of E-Log system will also apply
- E. **Driver Vehicle Inspection Report-** DVIR's are expected to be filled out daily on E-Log system. If there is repair that needs to be reported and no DVIR is turned in, there will be a \$50 for each day.
- F. **Truck Interior Damages-** If damages are in totaling, deduction of bonus will be as follows.
 - a. \$500 Damage, Bonus deduction of \$250.
 - b. \$1000 Damage, Bonus deduction of \$500.
 - c. Over \$1000 Damage, Loss of full bonus for that year.
- G. **Truck/ Trailer damages-** If damages are in totaling, deduction of bonus will be as follows.
 - a. \$1000 Damage, Bonus deduction of \$500
 - b. \$2000 Damage, Bonus deduction of \$750.
 - c. Over \$2000 Damage, Loss of full bonus for that year.
- H. **Truck Interior Cleanliness-** Iowa Carriers expect drivers to keep the equipment clean, Driver will have monthly interior checks. If not up to Iowa Carriers standards, driver will have \$250 bonus deduction.

PAYOUT

If deductions occur from your total sign on bonus, the remainder amount will be split into 4 payments (every 3 months) which will be paid out first Friday of each ending quarter. If there are no deductions, you will be paid the full amount of the sign on bonus which will be split into 4 quarterly payments.

****Each bonus payout payment will be paid first Friday of each ending quarter. ****

- a) Example: If your sign on bonus is \$1000, and in 2017 you have total of \$500 deductions, which will be divided into 4 payment. Bonus payment receive of each payment is \$125 and will be paid first Friday of each ending quarter in 2018.
- b) Example: If your sign on bonus is \$1000, and in 2017 you have total of \$0 deduction, which will be divided into 4 payment. Bonus payment receive of each payment is \$250 and will be paid first Friday of each ending quarter in 2018.

TERMINATION

If company termination occurs under the first year, sign on bonus will not be paid out. If after a year, driver will only get a payout of the amount of 1 payment amount. If voluntary leave occurs, you will be paid out the amount that is due for that next quarter if any amount applies.

Example: If your sign on bonus amount is \$1000 and no deductions took place, you will be paid out \$250 for only 1st quarterly payment.

*****SAFETY BONUS DOES NOT APPLIE TO OWNER OPERATORS OF IOWA CARRIERS*****

REFRIGERATED TRAILER OPERATIONS

Iowa Carriers is a refrigerated only carrier and will insure all the drivers are aware of what duties they have to operating this kind of unit. Everyone who is pulling a reefer unit trailer needs to carry a pulp thermometer to check the freight.

The following list will help to avoid problems that can result in product rejection:

CHECK TRAILER AND REEFER UNIT

- ✓ Check to make sure door seals are tight and unbroken
- ✓ Vent gasket in good condition
- ✓ Reefer unit properly mounted
- ✓ Fuel supply adequate
- ✓ Fuel and electric lines well secured and in good condition
- ✓ Fuel tank filler can in place
- ✓ Check the oil levels
- ✓ Make certain defrost drains are clean and unobstructed
- ✓ Battery connections clean and tight
- ✓ Check your 5th wheel every time you stop for an extended period

PRECOOL/START UP

- ✓ Check all doors and vents
- ✓ Set the thermostat to the desired temperature, and start the reefer unit according to the manufactures instruction
- ✓ Check the engine oil pressure
- ✓ Is the ammeter showing charge?
- ✓ Check the signal lights and compound gauge

LOADING

- ✓ Allow the unit to run one-half hour to one hour before loading to remove residual body heat and moisture.
- ✓ Ensure trailer is properly loaded, lading too tight can cause loss of refrigeration capacity, and air must be delivered to the rear of the trailer so it may flow toward the unit.
- ✓ Loading to high can cause partial freezing of a fresh load, there must be sufficient space for discharged air to be mixed.
- ✓ Always make sure to clean refrigerated trailer before loading.
- ✓ Spot check temperature while being loaded, immediately advise dispatch if any off-temperature product.
- ✓ Summer months we need to be extremely careful about loading product that may still be warm, if product is loaded at a temperature other than specified, you should advise dispatch.

INSPECTION WHILE UNDER A LOAD (check every 4 hours)

- ✓ Check the fuel, oil and coolant gauges
- ✓ Check thermostat settings
- ✓ Check temperature reading on the unit thermometer
- ✓ Check suction pressure
- ✓ If temperature is more than 2-degree F from the desired point contact your dispatcher immediately.

LOADED SEALED TRAILER

- ✓ Check thermostat setting to be certain it is on the proper temperature as Bill of Ladings are stating
- ✓ Check the unit for proper oil, water and fuel levels
- ✓ Do inspection every 4 hours
- ✓ If there are any irregularities, report to dispatch immediately.

SEAL POLICY

Have the shipper seal the load and note the seal number on the bills. The customer should break the seal upon arrival and dual note "seal intact with seal number". Should you have multiple drops, have the customer re-seal and note the new seal number on the bill of ladings. Do not sign for a specific count unless you are confident of the count.

WASH REIMBURSEMENT

All receipts paid by company drivers for trailer wash must be turned in for reimbursement. Drivers are to write on the back of the receipt driver paid, so when invoice processed we know who paid for the wash.

FREIGHT CLAIMS

Check your load as it is going onto the truck and as it is coming off. If it is a sealed load make sure seals match the Bill of Ladings, also verify the unload count. Immediately call dispatch if there are any damages or shortages. Do not sign for damages or shortages until you have talked to dispatch.

EQUIPMENT ABDOMEN, cost of towing, repairs or replacement will be deducted from last contracted invoice of driver.

PREVENTIVE MAINTENANCE (PM) PROGRAM TRUCK AND TRAILER

The goals of the vehicle maintenance program of Iowa Carriers are to support safe, reliable, and high quality transit services while making maximum use of financial resources. The purpose of the maintenance plan is to provide consistent, systematic and integrated program guidance that will enable Iowa Carriers to properly maintain and service its vehicles in support of revenue operations. An effective maintenance plan ensures safe, clean and comfortable transit vehicles on the road and maximizes transit vehicle life.

PREVENTIVE MAINTENANCE (PM)

Regular maintenance will be performed at pre-scheduled cycles to ensure optimal performance, efficiency, safety and reliability of assigned equipment.

PM "A" Service Checklist will be performed monthly at oil change OR 15,000-20,000 Miles.

- Annual Vehicle Inspection Report (A)
- PM Inspection Form- Tractor (B)
- Vehicle Inspection Repair and Maintenance Record Form (C)
- Vehicle Service Due Status Report Form (D)

PM "B" Annual Vehicle Inspection will be performed every 6 months OR 65,000-75,000 Miles.

- Annual Vehicle Inspection Report (A)
- PM Inspection Form- Tractor (B)
- Vehicle Inspection Repair and Maintenance Record Form (C)
- Vehicle Service Due Status Report Form (D)

PM "C" Annual Vehicle Inspection will be performed at least once every 12 months.

- Annual Vehicle Inspection Report (A)
- Vehicle Inspection Repair and Maintenance Record Form (B)
- Vehicle Service Due Status Report Form (C)

ANNUAL VEHICLE INSPECTION

Iowa Carriers is committed to following an annual commercial vehicle inspection program. Department of transportation (DOT) regulations require commercial motor vehicles undergo a thorough inspection at least annually. Iowa Carriers will be performing annual inspection each PM Service.

PM MAINTENANCE FOR TRAILER

PM "A" Visual Maintenance will be performed once a month.

- PM Inspection Form- Trailer (A)
- Vehicle Inspection Repair and Maintenance Record Form (B)
- Vehicle Service Due Status Report Form (C)

PM "B" Service Checklist will be performed twice a year.

- Annual Vehicle Inspection Report (A)
- PM Inspection Form- Trailer (B)
- Vehicle Inspection Repair and Maintenance Record Form (C)
- Vehicle Service Due Status Report Form (D)

DRIVERS DAILY DUTY TO HELP IN PREVENTIVE MAINTENANCE PROGRAM

DAILY DRIVER VEHICLE INSPECTIONS FORM

Specific procedures are outlined and monitored to ensure that all vehicles are inspected prior to the transit vehicle being put into service each day. Drivers perform a comprehensive checklist of essential checklist of elements and record the results on the designated Pre-Trip. Pre-trip inspection sheets are turned in to the main office and monitored for completion and any noted defects.

- Pre- Trip Inspections Checklist (DVIR) (A)

DISCIPLINARY action for DRIVER VEHICLE INSPECTION REPORT not completed by driver.

1st Violation will result in explanation of violation and written warning

2nd Warning and training

3rd 5 Days Suspension

4th Termination

VEHICLE MAINTENANCE PERFORMER FOR ALL PM CHECKS:

Radomir Mandic is responsible for the administration of the Vehicle Maintenance Program for Iowa Carriers.

Zvezdan Zivkovic is responsible for record keeping of the Vehicle Maintenance Program for Iowa Carriers.

PREVENTIVE MAINTENANCE (PM) PROGRAM TRUCK AND TRAILER FOR OWENER OPERATORS

Preventive Maintenance is very important to Iowa Carriers and will be expecting Owner Operators to perform annual inspections every 3 months at a choice of their service place, as long as it's a known place of service. Iowa Carriers Owner Operators will be expected to submit paper work for an annual inspection no later than 7 days after inspection is due.

If annual inspection is not completed and turned in, no load will be provided for that equipment/driver until inspection has been submitted.

In the case of annual inspection not passing, owner of that equipment will be required to repair the fixes and report a clean annual inspection.

Iowa Carriers is NOT responsible for any repairs of Owner Operators equipment.

Iowa Carriers will pay for an annual inspection for each Owner Operator up to but not exceeding \$100 per truck/trailer, four times in a 12-month period.

If Annual Inspection is not clean in the first attempt, and repairs have to be made to get a final clean inspection. Iowa Carriers will NOT pay for that Cycle annual inspection.

Owner Operators will be required to also complete a written report on each vehicle's condition at the beginning of the day. It will include the power unit and trailer that is being used for current trip. If repairs are found, Owner Operator must have a written DVIR (Driver Vehicle Inspection form) submitted to Iowa Carriers for filling that repair found has been fixed.

Iowa Carrier incentive policy plan for clean DOT over the road inspections are as follows:

- **\$50- clean level 3 inspection**
- **\$100- clean level 2 inspection**
- **\$150- clean level 1 inspection.**

If over the road, DOT Inspection are not clean, Owner will be charged the following for each level:

- **\$50- clean level 3 inspection**
- **\$100- clean level 2 inspection**
- **\$150- clean level 1 inspection**

RECORD OF DUTY STATUS AND VIOLATIONS

Iowa Carriers is strongly committed to fully comply with the current federal motor carrier safety regulations and hours of service rule. Submission of accurate, neat and legible daily logs is part of this commitment. Iowa carriers will audit drive logs weekly to ensure compliance of part 395. All drivers will be treated equally and fairly in respect to discipline.

Iowa Carriers will be responsible for reviewing any violations with drivers as soon as possible. this review will consist of an explanation of any violations to addition on how to prevent reoccurrence.

Iowa Carriers will follow the Procedures for Hours of service and will be checking logs for accuracy:

- **11 Hour Driving rule:** A driver cannot drive for more than 11 hours following 10 consecutive hours off duty. All time spent at the driving controls of a commercial motor vehicle is considered driving time.
- **14 Hour on duty rule:** A driver cannot driver after 14th consecutive hour after coming off duty. After the 14th hour, a driver cannot driver again until driver has 10 consecutive hours of rest.
- **Rest Break Rule:** A driver cannot drive if more than 8 hours have passed since the end of drivers last off- duty or sleeper- berth period of at least 30 mins.
- **34 Hour Restart:** Any 34 hour off duty or sleeper-berth period will be considered a restart.

Iowa Carriers will take the following disciplinary actions for Record of Duty Status violations.

- **1st violation will result in explanation of violation and written warning signed by driver and company owner.**
- **2nd violation will result in 30–60-day probation period and up to \$250 fine.**
- **3rd violation will result 60–90-day probation and up to \$500 fine.**

Drivers will be expected to know and apply hours-of-service rules. Drivers will have to familiarize themselves with part of 395 regulation. There is a certain level of responsibility on our drivers for safety compliance including monitoring of current hours available. Driver is responsible for monitoring the hours of service status for each trip.

Drivers will be expected to approach a supervisor if he or she has questions about the hours-of-service rules and/or company-issued policies. Any record of duty status violations resulting from a misunderstanding of the rules may result in warning and or further disciplinary action.

Iowa Carriers will also honor recognition and efforts in error free logs. Filling out daily logs is important part of the job and who takes pride in their work will be rewarded.

Iowa Carrier incentive policy plan for clean Record of Duty Status inspections:

- **\$50- clean level 3 inspection**
- **\$100- clean level 2 inspection**
- **\$150- clean level 1 inspection.**

ALL DRIVERS MUST HAVE A SET OF PAPER LOGS INSIDE THEIR TRUCK, IF E-LOG SYSTEM MALFUNCTIONS!!

I acknowledge receipt of Iowa Carriers policy handbook. I have read each of the categories bellow and fully I understand these concepts and their importance and agree to thoroughly read the contents, and to comply with all guidelines. I understand these policies and guidelines may change from time to time. I agree to read future updates as they become available. I understand that I am encouraged to ask questions at any time of the safety personnel regarding any item with which I do not have a clear understanding of. In consideration of employment, I agree to conform to the rules and regulations of Iowa Carriers and understand the contingency upon compliance with the policy contained in the policy handbook and Federal Motor Carrier Regulations.

- ☐ **DRIVER APPLICATION & QUALIFICATION**
- ☐ **DRUG AND ALCHOOL TESTING**
- ☐ **PAYROLL AND BENEFITS**
- ☐ **DRIVER DUTIES**
- ☐ **SAFTEY**
- ☐ **REFRIGERATED TRAILER OPERATIONS**
- ☐ **PREVENTIVE MAINTENANCE (PM) PROGRAM TRUCK AND TRAILER**
- ☐ **DRIVERS DAILY DUTY TO HELP IN PREVENTIVE MAINTENANCE PROGRAM**
- ☐ **RECORD OF DUTY STATUS AND VIOLATIONS**

- ☐ **I HAVE READ AND I ACCEPT ALL OF IOWA CARRIERS POLICY TERMS**
- ☐ **I HAVE RECEIVED A POLICY COPY FOR MY OWN REDOCORDS**

I accent this position as a contractor position with a 1099 tax form at end of each year, _____(initials)

Drivers signature

Manager signature

Today's date

Today date